



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 554TH ENGINEER BATTALION,
1ST ENGINEER BRIGADE
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
741 IOWA AVENUE
FORT LEONARD WOOD, MO 65473



ATSE-BFC

24 October 2011

MEMORANDUM FOR All Engineer Captain Career Course Students

SUBJECT: Welcome Letter from Company Commander, Charlie Company 554th Engineer Battalion

1. **Welcome to 554th EN BN.** My name is CPT Aida Kuilan and I am the commander for C Co., 554th EN BN, to whom you will be assigned upon your reception at Fort Leonard Wood. Prior to your arrival I wanted to take a minute to send you some information about requirements and standards of the course and what you can expect during your time here.
2. **Welcome to the ECCC.** Welcome to the Engineer Captain's Career Course. I hope you will enjoy your stay at Fort Leonard Wood with or without your family. I encourage you to make the most of your time here. Be advised that while this is a good opportunity to take a knee and enjoy time with your family, this course is challenging and will require long hours of study time and preparation. Do not take your academics lightly, but whenever possible get out and enjoy all the good things this installation and the surrounding area has to offer. If you have any questions, do not hesitate to call the company.
3. Following is general information that will help you plan for your stay at Fort Leonard Wood:
 - a. REPORTING AND SIGNING IN
 - (1) Your first stop once you have arrived at Fort Leonard Wood is Building 470, the post Billeting Office, to obtain your temporary room assignment and key while you look for your permanent residence. Outside hotel arrangements have to be approved by billeting on post. If you decide to stay off post without billeting approval, you may not be authorized for a refund. Your second stop is C/Co 554th. If you arrive during the weekend, please report to the company at 0800 on Monday.
 - b. IN PROCESSING
 - (1) Upon arrival at C/Co 554th, the company operations personnel will guide you through the in-processing steps.

- (2) Please note that in ATRRS the report date is stated as 6 January 2012. This is a date that is dictated by ATRRS, which only reflects course content dates and not dates required to in-process post. As this course dictates a PCS move, we ask that you arrive on 26 DEC 2012 so that we can give you ten days to find a home, receive household goods, in-process post and get yourself and your family settled into the community. Class Roll Call will be at 0700 on 9 January 2012 at the 554th EN BN classroom. In-briefs begin on the course start date of 11 January 2012. For Active Duty and AGR personnel you are required to be signed in by COB on 6 January 2012 (early reporting is authorized). Reporting late can only be authorized, via waiver, by the Battalion Commander. For NG/USAR individuals whose report date is 6 January 2012, we understand that your state and orders issuing authority follow ATRRS guidance. We ask that you talk to your orders issuing authority about a possible amendment to allow you to report earlier so that you can properly PCS to Ft. Leonard Wood and get settled in – otherwise you will be missing valuable classroom instruction within the first week in order to finish in-processing post and getting settled. Just like your Active Duty/AGR counterparts you will be required to secure your own housing on or off post. Please remember that for all NG/USAR individuals this is a PCS move; you will not be in TDY status.
- (3) For those of you who have not yet found a place to live in the area, please view what is available on www.ahrn.com, as well as checking with the FLW Housing office, <http://www.ftlwoodfamilyhousing.com/defaultFamily.aspx?cid=11>
- (4) Weapons **must** be registered within 72 hours of your arrival at the Provost Marshal Office, Building 1000 IAW FLW Reg 210-25. Weapons **are not authorized** to be kept in on post billeting; Captains living on post will be required to store their weapons in the Arms Room. Those living off post can maintain their weapons in their quarters.

c. HOUSING

- (1) Reservations may be made by calling 1-800-677-8356 or by e-mail but are not necessary. To ensure room availability reservations must be made at least two weeks in advance. E-mail reservations may be made by going to the Lodging web page, which can be accessed from the Fort Leonard Wood Home page. The Lodging URL is <http://www.wood.army.mil/mwr/lodging.htm>. It is requested that calls to the 1-800 number be made between 07:30 and 16:00 Monday through Friday.

d. TRANSPORTATION INFORMATION

- (1) Transportation to Fort Leonard Wood.
 - (a) Privately Owned Vehicle (POV): Take I-44 to Exit 161A (Waynesville, Saint Robert, Fort Leonard Wood). Follow signs south to Fort Leonard Wood main gate.

- (b) Air Travel: three local airports service Fort Leonard Wood: Lambert Field in Saint Louis, Springfield Regional Airport, and Forney Army Airfield located on the installation.
- From Lambert Field (130 miles northeast of Fort Leonard Wood) both bus and air transportation is available. Trans World Express serves Fort Leonard Wood directly to Forney Army Airfield. You can also fly into Saint Louis and take a bus to Fort Leonard Wood. The Greyhound “Bus Port” is on the lower level. Note: The buses depart from Lambert Field at 0840 and 1615. Travel time to FLW is about three hours and the approximate cost is \$25.00 one-way. For the return trip to Lambert Field the buses depart at 0335, 0955, 1355, and 1930. There is a USO open 24 hours on the lower level of the terminal near the baggage pickup.
 - Springfield Airport is 90 miles west-south-west of Fort Leonard Wood. It has no military facilities and no air or bus transportation directly to Fort Leonard Wood. You will have to take a cab to the Springfield bus terminal.
 - Fort Leonard Wood has an airline ticket and travel office, which handles leisure as well as official travel arrangements. The phone number is (573) 329-4141.

(2) Transportation.

- (a) Per ATRRS, transportation is not provided.
- (b) A POV is the most convenient mode of transportation. The only other means of transportation are taxi cabs and a very limited shuttle bus service. All POVs must be insured (with proof of insurance), and registered with valid license tags. POVs are not required to be registered on Fort Leonard Wood.
- (c) Motorcycles are authorized and require the same insurance and registration as automobiles. You must report to the Provost Marshall Office (PMO) building 1000 to receive a temporary authorization to drive the motorcycle on post. **ALL motorcycle riders will come see the company commander and enroll in the company's motorcycle mentorship program IAW Command Policy #26.**
- (d) There is a commercial taxi cab service on Fort Leonard Wood for any trip on post, from point to point. The taxi service will go on and off post and pick-up from off post for an additional fee.

e. RECORDS

- (1) Please review your ORB and iPerms prior to arriving to the ECCC. You will need a printout of your current ORB at the Roll Call. If you have the time prior to your

arrival, square your record away with your current S1. If this isn't possible you can make an appointment to get it updated with the 554th EN BN S1 once you arrive and in-process post. This is important as all Active Duty officers will be required to turn in a copy of their updated ORB (with picture) to me during the in-briefing process. This is critical as HRC will be utilizing your ORB and iPerms to assist in their determination of your follow-on assignments.

f. UNIFORM

- (1) ACU is the class uniform. **The PC is now the authorized daily headgear.** All students will wear the USAES patch.
- (2) Your packing list: NO official packing list. If you are planning to go to Sapper, please bring your own TA-50, don't store it.
- (3) Seasonal wet weather and/or cold weather gear is also recommended.
- (4) **Army Service Uniform (ASU) is required for graduation and an evening formal (including your bowtie)**

g. APFT STANDARDS

- (1) It is a TRADOC requirement to take a record APFT during the course. Alternate event profiles are authorized. However, if you are on profile, cannot take an alternate event, and will not come off of the profile during the course, you will not be admitted into the course per AR 350-1 standards.
- (2) Passing the APFT is not a graduation requirement; however the same standards pertaining to Height/Weight apply to the APFT. If you fail to meet APFT standards during the initial test, you will be enrolled in the course and flagged. You may take an APFT at any time during the duration of the course in order to get your flag lifted (please get with 1SG Ferron to schedule). Additionally, a final APFT will be given one month out of graduation. If you do not pass the second APFT, you will still complete the academic requirements for the course, but will immediately be processed for elimination IAW AR 600-8-24 paragraph 4-2-a-10 if standard is not met within 30 days of graduation.

Additionally, the following (taken directly from ALARACT 120/2008) will apply:

"Soldiers who meet academic course requirements, but fail APFT standards, will be considered an academic course graduate and receive a DA Form 1059 with item 11 marked "Marginally achieved course standards," and item 14 containing the statement "Soldier met academic requirements, but failed to meet APFT standards IAW AR 350-1 during this course."

h. HEIGHT AND WEIGHT STANDARDS

- (1) All students are required to report in compliance with AR 600-9, the Army Weight Control Program.
- (2) If you fail to meet height/weight standards during the initial weigh-in you will maintain your enrollment in the course, but you will be flagged and enrolled into the Army Weight Control Program (AWCP). You will have the duration of the course to meet the standard. Soldiers enrolled in the AWCP will come in for monthly weigh-ins the first Wednesday of every month until the standard is met.
- (3) Once the standard is met the flag will be lifted. One month prior to graduation we will conduct a final weigh-in for the entire class. If you met the standard during the initial weigh-in, but then fail to meet the standard at the end of the course, you will be flagged and enrolled into the AWCP, and your follow-on unit will deal with your situation. If a student remains on AWCP during the entirety of the ECCC they will graduate but will immediately be processed for elimination IAW AR 600-8-24 paragraph 4-2-a-9 if standard is not met within 30 days of graduation.

Additionally, the following (taken directly from ALARACT 120/2008) will apply:

“Soldiers who meet academic course requirements, but fail body fat composition standards, will be considered an academic course graduate and receive a DA Form 1059 with item 11 marked “Marginally achieved course standards,” and item 14 containing the statement “Soldier met academic requirements, but failed to meet body composition standards IAW AR 600-9 during this course.”

i. EMERGENCY PHONE NUMBERS

DUTY HOURS	(573) 596-0800	(Company Orderly Room)
NON DUTY HOURS	(573) 596-6162	(554 th EN BN Staff Duty)

j. RESERVE COMPONENT LIAISONS

- (1) ARNG: Deputy Assistant Commandant-National Guard
DSN 676-4034, Commercial (573) 563-4034.
- (2) USAR: Deputy Assistant Commandant-USAR
DSN 676-4033, Commercial (573) 563-4033.

k. CLASS SCHEDULE

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- (1) Classes begin on the first Monday of the course and continue five days a week throughout the course. You will be provided a training schedule on start day.
- (2) Depending on the time of year you will be at course, Federal Holidays and some Training Holidays may be followed.

4. Please email or call if you have any questions.

Mr. Jack Williams:

Work: (573) 569-0800 email: jackie.williams@us.army.mil

1SG Mark Ferron :

Work: (573) 569-7351

CPT Aida Kuilan:

Work (573) 596-7008

AIDA M. KUILAN
CPT, EN
Commanding

Enclosure 1 (Special Instructions)

- a. **IMPORTANT!!!!!!** It is critical that you DO NOT log on to any computer here at Fort Leonard Wood prior to obtaining a Fort Leonard Wood Email account, failure to follow this direction will cause great hardship for you. You will be given a guest account which will only allow you to visit certain sites. Without a Fort Leonard Wood Email account you will not be able to access Black Board or outlook. **You are required to bring your completed certificate for Information Assurance Training.** Without this certificate you will not be given a Fort Leonard Wood Email Account. Additionally, you MUST ensure that your email account is deleted at your present duty station, failure to do so will only extend the time for you to obtain a Fort Leonard Wood Email Account.
- b. Attached you will find a Personal Data Sheet. It is imperative that you fill it out and send it back to Mr. Williams via email. You must fully complete the personal data sheet prior to your first day in class. The vital information that must be on the personal data sheet is a valid phone contact preferably cell phone and an address where you will or are staying. This information is crucial in the case we have to contact you for an emergency.
- c. Ensure your CAC card is registered. You must sign out of your home station email server (outlook account). You will not be entered to the FLW DOMAIN unless your home station account is disabled. Have a copy of your annual DOD computer security certificate (IN HAND) upon arrival. Failure to do so could delay start of training. **The certificate must be valid through the month of February 2012.** If your certificate expires prior to November, redo training through the following site: <https://ia.gordon.army.mil>. A Certificate of Completion will not suffice and won't be accepted by the FLW IASO personnel. FLW IASO will not accept training certificates specific to your units.
- d. I also need you to ensure that you go to the FLW website under Garrison read and familiarize yourself with the post policy letters:
http://www.wood.army.mil/wood_cms/manscen/3344.shtml

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Enclosure 2 (Snowbirding/EBOLC)

All Captains are required to fill empty seats if they haven't attended the ECCC. Do not ask to do the Cooperative Degree Program prior to the course, it is not allowed!

If you are deferred to the next course (ECCC 3-12) due to overbooking, we will work with various agencies on-post to accommodate your desires while waiting, although we can't guarantee any given job. **If you arrive early or are deferred from the course, you will be utilized within the battalion as needed. Schools can be requested but not every request can be honored.**

Schools:

If you would like to further your Army education while here, there are various schools which we can work towards enrolling you in. The Counter Explosive Hazardous Center (CEHC) offers a variety of courses from EOCA to R2C2 to ITS which we can work toward enrolling you in, as well as certain search courses offered by the MP Schoolhouse. Many have asked me about the Sapper Leader Course, if you are able to make it in that class, be aware of the packing list, and that it is difficult for C Co to provide you with training aids and TA-50. We can always get you into a Wait status through ATRRS and try to get you into the course as a walk-on on start day, but you must have completed a train-up, validated by a signed memorandum from your current Battalion Commander stating: you were tested on CWST/26 Sapper Tasks/5 Mile Run/12 Mile Ruck March/APFT/Ranger Training Guidelines. This is a pre-requisite for the course. Visit www.wood.army.mil/sapper for details. Please do not assume that we can just get you into Sapper school because it's in the brigade and because you are a Captain. Understand that there is an OML, and precedence on the wait list goes to Lieutenants going/assigned to a Sapper unit.

If schools are not what you desire, in the interim we can assign you to a directorate here on the installation (USACE, CDID, CEHC, MDOT, USAES, etc.) or place you in one of the battalions within the 1st EN BDE, where you will most likely be utilized as a SPO/A-S3.

CONTRACTING OFFICER REPRESENTATIVE (COR) ACCREDITATION:

Prior to your completion of the course you are required to sign on to the Defense Acquisition University <http://www.dau.mil>, create an account, and register for the following courses: CLC106, CLM024, CLC011 and CLM003.

You **MUST** complete these courses prior to graduation in order to meet the Contracting Officer Representative (COR) requirement. If you sign up now you can complete these prior to the start of the course (or at least get a head start on them).

Enclosure 3 (Blackbirds/Cooperative Degree Program)

1. The CDP is dedicated time set aside during an officer's career that allows him or her to focus upon completing higher level educational degree requirements without competing operational demands. It is a privilege granted due to the mutual benefit gained through the professional development of the officer and improved engineer officer corps. However, its authorization is secondary to the needs of the Army, the U.S. Army Engineer School (USAES), and the 554th Engineer Battalion's mission to produce ECCC qualified captains for the force.
2. Students that are actively enrolled in the ECCC will be allowed the opportunity to start their CDP. Please remember that enrollment to the CDP is subject to enrollment to the ECCC and any enrollments done prior to your arrival are your own responsibility (both financially and academically) if you do not get into the ECCC. **No verbal agreements with HRC or previous commanders will be honored to allow you to complete your degree prior to the course start.** Once you graduate the ECCC, you may be given up to six months to focus entirely on finishing your degree. This can be further discussed with your branch manager CPT Joe Malone during his visit to your class.
3. Attendance and enrollment in the CDP will make you incur in additional ADSO, even if you pay for your classes out of pocket. Acknowledgement of this agreement will be documented at the company and forwarded to HRC.
4. Eligibility. Any captain that desires to enroll in the CDP must meet the following minimum requirements for eligibility:
 - a. **ECCC graduate in good academic standing.** The primary purpose of any captain arriving to C/554th is successful completion of the ECCC. The 554th EN BN must fill all available ECCC slots for any given class. To do this, any pre-ECCC captain that reports early, is available to fill an empty slot, regardless of previously scheduled class dates. Pre-ECCC captains provide an "available" pool to ensure all ECCC classes begin at capacity. No Pre-ECCC captains will enroll in CDP.
 - b. **Not subject to any adverse personal action.** Any captain remaining at Fort Leonard Wood (FLW) following their ECCC graduation subject to adverse personal action (i.e. investigation, courts martial, or other UCMJ proceedings) or otherwise "flagged" (Suspension of Favorable Personal Action) IAW AR 600-8-2, cannot enroll in the CDP.
 - c. **Able to pass the Army Physical Fitness Test (APFT) IAW AR 600-9.**
 - d. **Able to pass the Army Height/Weight Standards IAW AR 600-9.**
 - e. **Not placed on Academic Probation at any time during their ECCC.**

Enclosure 4 (FRG, families)

If you will be accompanied by your spouse or family, please forward this portion of the letter to them:

Dear family member:

1. **Welcome to Fort Leonard Wood.** You are an integral part of our community and we want you to have a great experience here at FLW. Upon arrival, if you have any questions, please do not hesitate to call the company. Your Soldier and you will have the opportunity to attend a spouse orientation given by the company on **8 Nov 2011**. You will have the opportunity to meet other spouses and get their information. You will also be formally welcomed by the battalion commander's wife, Mrs. Sarah Denney. If you had bad experiences in the past with FRGs, I urge you to reconsider being actively involved in ours. As a spouse for an Army leader, your contributions are crucial to our Soldiers and your input is greatly appreciated.
2. **Army Services:** The Army Community Service offers many services to include childcare and financial planning. The installation offers 2 pools, 1 go-kart track, PX, commissary, fishing, free movie theater, mini golf, bowling alley and 5 gyms.
3. **Surrounding Area:**
 - a. Lake of the Ozarks: 75 miles away, offers boating, fishing, pools, game centers, mini golf, shopping, etc. They also have resort hotels.
 - b. Branson: "Las Vegas" style town, offers many attractions throughout the year.
 - c. St. Louis area: 134 miles, you can enjoy the Arch, Six Flags, shopping, plays, dining, etc.
 - d. Springfield: 75 miles away, offers shopping, dining, etc.
4. **MWR.** The MWR website offers free or discounted tickets to many attractions and free movie passes to the Waynesville cinema. <http://fortleonardwoodmwr.com/>
5. **Contact information.** Please do not hesitate to contact me or one the following spouses and agencies if you have any questions:
 - a. CPT Aida Kuilan: 787-667-8481
 - b. Mrs. Denney (BN CDR spouse): 360-528-1024
 - c. Chaplain: 573-341-3418
 - d. Tricare Appointment Line: 866-596-1490
 - e. Emergency Room: 573-596-0456
 - f. Pharmacy: 573-596-0128

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